

**Town Manager's Office
Town of Mansfield**

Memo

To: Town Council
From: Matt Hart, Town Manager
CC: Town Employees
Date: March 28, 2011
Re: Town Manager's Report

Below please find a report regarding various items of interest to the Town Council, staff and the community:

Council Requests for Information/Council Business

- *Council Communications* – A fair amount of staff time and paper is spent clipping and photocopying articles from the Chronicle, Courant.com and other online news sources. Staff has requested that we discontinue this process or move to a paperless system whereby articles will be clipped, scanned, and emailed to the Council rather than reproduced in the packets.
- *Community Center Fee Waiver* – [Item number 10](#) in your council packet is a letter from a citizen requesting a 90% fee waiver for her membership to the Mansfield Community Center. Staff will contact the citizen to discuss the fee waiver application process.
- *Emergency Service Call* - Staff has reviewed the call for service that was brought to the Town Council's attention regarding a response to a child that was choking. Ric Hossack has provided us with a letter from Taylor Tangari, the babysitter that called 9-1-1. Ms. Tangari performed very well and in the best interest of the child in her care by contacting 9-1-1 when she became concerned about the child choking. The 9-1-1 dispatcher that received the 9-1-1 call followed proper procedure and processed the call quickly while providing a calming influence to Ms. Tangari. Mansfield Fire Department personnel, both off-duty and on-duty, responded quickly and arrived in short order. Upon arrival the child was assessed and it was determined that it was OK to allow the child to remain at home with Ms. Tangari and the other caregivers that had arrived on scene prior to the departure of fire department personnel. The fire department plans to acknowledge the efforts of Ms. Tangari, the dispatcher and the MFD firefighters that responded to the call.

Departmental/Division News

- *Emergency Management* - The Town of Mansfield was recertified as a HEARTSafe Community by the Department of Public Health. The three (3) year re-certification recognizes the Town of Mansfield's commitment to placing and maintaining public AEDs (Automatic External Defibrillators) in public buildings, and making training opportunities available to staff and the public. To date, fifteen (15) public use AEDs have been placed in municipal buildings, schools and recreational facilities. All of the AEDs have been purchased and placed in service utilizing a combination of grants from the State and Federal governments. The Mansfield HEARTSafe program is a multi-departmental partnership, (Parks and Recreation, Eastern Highlands Health District, Mansfield Board of Education, Region # 19 and Emergency Management) that is coordinated through the Office of Emergency Management. Fran Raiola, Assistant Director of Emergency Management, is the lead staff member for this program and should be commended for his commitment to this program.
- *Library* – The Friends of the Mansfield Public Library will hold their long-awaited 'February Book Sale' on Saturday, April 2 from 9 - 4 and Sunday, April 3 from 9 - 3. The delay, caused by unusual amounts of snowfall, has had a significant impact on purchasing materials for the Library. No new adult books, DVD's, CD's, reference books or audiobooks will be purchased until the results of the April sale are known. Due to the delay of the February sale, the June sale date has also changed to the **end** of June, with the Library receiving the Friends' June donation in FY 2012-2013 rather than in FY 2010-2011.

Major Projects and Initiatives

- *Independent/Assisted Living Project* - Masonicare plans to purchase the property on Maple Road within the next 90 days. Staff recommends that the Council meet with Masonicare in the near future to discuss Masonicare's planned program. I would also recommend that the Council give some thought to re-establishing the advisory committee to serve as a liaison to Masonicare for this project.
- *Storrs Center Project* – The Mansfield Downtown Partnership is planning to provide a project update to the Council and the community in April; more details to follow.

Upcoming Meetings*

- Regulatory Review Committee, March 30, 2011, 1:15PM, Council Chambers, Audrey P. Beck Municipal Building
- **Special Town Council Meeting**, March 30, 2011, 6:30PM, Council Chambers, Audrey P. Beck Municipal Building
- **Public Information Session on the Manager's Proposed Budget**, March 31, 2011, 7:00PM, Council Chambers, Audrey P. Beck Municipal Building
- Planning and Zoning Commission, April 4, 2011, 7:00PM, Council Chambers, Audrey P. Beck Municipal Building
- Beautification Committee, April 4, 2011, 7:00PM, Conference Room C, Audrey P. Beck Municipal Building
- **Special Town Council Meeting**, April 4, 2011, 6:30PM, Buchanan Auditorium, Mansfield Public Library
- Four Corners Water and Sewer Advisory Committee, April 5, 2011, 7:00PM, Council Chambers, Audrey P. Beck Municipal Building
- Mansfield Advocates for Children, April 6, 2011, 5:00PM, Council Chambers, Audrey P. Beck Municipal Building
- Mansfield Downtown Partnership Board of Directors, April 7, 2011, 4:00PM, Downtown Partnership Office
- Community Quality of Life Committee, April 7, 2011, 7:00PM, Conference Room B, Audrey P. Beck Municipal Building
- Housing Code Board of Appeals, April 11, 2011, 5:00PM, Conference Room C, Audrey P. Beck Municipal Building
- **Public Hearing on the Budget/Town Council**, April 11, 2011, 7:30PM, Council Chambers, Audrey P. Beck Municipal Building

**Meeting dates/times are subject to change. Please view the [Town Calendar](#) or contact the Town Clerk's Office at 860-429-3302 for a complete and up-to-date listing of committee meetings.*